# TRAINING ENROLLMENT

# HOW TO REQUEST TRAINING ENROLLMENT



UNIVERSITY of HOUSTON

HUMAN RESOURCES

#### Step 1: Access UH

Log on to AccessUH with your login CougarNet credentials.

	CougarNet Login MyUH Login
<b>梁</b> () AccessUH	CougarNet Username
	Don't know your CougarNet ID?
	CougarNet Password
	Change/Reset your CougarNet Password.
	Login using your CougarNet

#### Step 2: PASS

Click the PASS icon.
 Make sure the tab above says Employee Self Service.

		✓ Employee Self Service	
P. A. S. S.	ement	Employee Self Service	Pa
HR			

• **Click** the Training icon.



### Step 3: My Training

• Click Request Training Enrollment.

1		1		My Train	ing				New Window	Gi J	
C Employee Set	elf Service										
Training Su	mmary			End Time	Status	Cancel Request					
1 T				•	Completed	Gancel Request	+	-			
					Completed	Cancel Request	+	-			
😸 Request Tra	ining Enroll	ment			Completed	Gancel Request	+	-			
- Request ind	aning Enron				Completed	Cancel Request	+	-			
					Completed	Cancel Request	+	-			
Training Dec	weet Statu	_			Completed	Cancel Request	+	-			
🎨 Training Red	quest Statu	5			Completed	Cancel Request	+	-			
					Completed	Cancel Request	+	-			
-					Completed	Cancel Request	+	-			
Consulting/F	Related Par	ty			Completed	Cancel Request	+	-			
-					Completed	Cancel Request	+	-			
				4.00PM	Completed	Cancel Request	+	-			
					Completed	Cancel Request	+	-			
FY21 H	R Query Viewer	08/31/2021	08/31/2021		Completed	Cancel Request	+	-			
FY21 H	IR Query Manager	06/31/2021	08/31/2021		Completed	Cancel Request	+	-			
FY21 M	landatory Training: EEO	08/31/2021	08/31/2021		Completed	Cancel Request	+	-			

Click on either Search by Course Name or Search Course Number (1).
 Search by Course Name or Search by Course Number. You can Search by location and Search by date if the course is in person (2).
 Note: Searching by Course Number is the recommended method.

<ul> <li>✓ Employee Solt Service</li> <li>⇒ Transing Summary</li> <li>✓ Request Training Enrollment</li> </ul>	My Training Request Training Enrollment Ma Trons	A : Ø New Window   Heip   Personalize Page
Request Training Enrollm		
Your Name		
Please choose one of the search meth Search by Course Name Search by Course Numb	(1)	
Search by Location Search by Date	(2)	
Go To		

Select Search by Course Number and enter the course number here (3). Click
 Search (4).

Note: PeopleSoft will <u>not</u> let you enroll in a course you're already enrolled in or have taken previously.



#### Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number	HO2204	Search
Return to Request Training Enrollment	(3)	(4)

The course name generates under Description, with the course number to the left under Course Number (4). Click View Available Sessions (5).

	· ·	t Training Enrollment	Request Training Enrollment Course Search Errer a course number and select Search button to get a courses.	a list of matching courses.	Leave the course number bank to get a list of all	New Window	Help	Personalize Page	
	Course Number	Description		Course Detail	Session Availability				
(4)	HO2204	Golf Cart Train	ning	View	Available Sess	ions		-	(5)
	Return to Reques	t Training Enroll	ment					_	

#### \*For classroom (In-person or live virtual) courses, move to <u>Step 4b</u>.

#### **Online Courses**

#### **Step 4a: View Available Sessions - Online Only**

NOTE FOR ONLINE COURSES ONLY: The "start date" is the date the course expires in the system. You can being your online training in TAP the following day immediately following enrollment.

There is a max of 999 that can enroll in a course. In this case there 988 open seats in session 0001.

• Click on the available session (1).

Request Training Enrollment         View Available Sessions         Ho2204       Gof Cart Training         Select a session number in the list below to view session details or to request enrollment in the session.         Course Session Details         Session       Start Date       Location       Duration (Hours)       Open Seats       Waitlist         001       08/31/2022       0.0       988       988         0001	d
H0224 Golf Cart Training Select a session number in the list below to view session details or to request enrollment in the session. Course Session Details Session Start Date Location Duration (Hours) Open Seats Waitilist Open Seats Start Date Open Seats 988	d
Select a session number in the list below to view session details or to request enrollment in the session.          Session       Start Date       Location       Duration (Hours)       Open Seats       Waitist         0001       08/31/2022       0.0       988       988	d
session.  Course Session Btails  Session Start Date  Start Date  Start Date  Start Date  Start Date  988	d
Session     Start Date     Location     Duration (Hours)     Open Seats     Weither       0001     08/31/2022     0.0     0.0     988	d
0001     08/31/2022     0.0     988       Session     Start Date     Open Seats	d
Session Start Date Open Seats	
	0
988	
988	
$\overline{(1)}$	

#### Step 5a: Session Detail – Online Only

If you enrolling in a training course that is online, you can disregard the waitlist checkbox.

NOTE FOR ONLINE COURSES ONLY: The session start date and end date is when the course expires in the system. It will always be the last day of the fiscal year.

• Click Continue (1).

Session Sche	dule	Session Mia Thoma Select the Sti		Session 0 Duration (Hours) 0	
Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	08/31/2022	08/31/2022	12:00AM		
If this set	ssion is full, place me on the w	aiting list.			
Contir Return to Cours		<b>(</b> 1)			

\*For Online Courses move to <u>Step 6</u>.

#### **Classroom (In-person or Live Virtual) Courses**

#### Step 4b: View Available Sessions – In-person/Live Virtual Only

Select your desired session. The **Start Date** is the date that the course is available. The **Duration** states the length of time course will last. **Open Seats** shows how many seats are available for that session.

• Click on the session number to select the appropriate session (1).

View Av	ailable Sessions				
PSF010	Journal Entry				
Select a ses session.	ssion number in the list below	to view session details or to request enrol	lment in the		
Course Se	ssion Details				
Session	Start Date	Location	Duration (Hours)	Open	Seats
	05/11/2022 ssion Details			3.0	C
		Location	Duration (Hours)		Seats
Course Se	ssion Details	Location	Duration (Hours)		
Course Se Session	ssion Details Start Date	Location	Duration (Hours)	Open	Seats
Course Se Session 0181	ssion Details Start Date	Location	Duration (Hours)	Open	Seats
Course Se Session 0181	Start Date 06/08/2022	Location	Duration (Hours)	<b>Open</b> 3.0	Seats

#### Step 5b: Session Detail – In-person/Live Virtual Only

Your **Session Details** will include Course Name, Course Session, Duration, and Start and End dates **(2).** Your **Session Schedule** will include Day, Start date and End Date, Time, and Training Facility Name (location of the training course) **(3).** 

			My Tr	aining					ሴ	$\Diamond$	:
D								New Window	Help	Perso	nali
Session De	aining Enrollme	ent									
Session De	etan										
Mia Thomas											
Select the Cor	ntinue button to subr	mit your training	request.								
c	ourse Journal Entr	v			Session	0180		<b>—</b> (2)			
Start	Date 05/11/2022				Duration (Hours	) 3.0		_(_/			
Loca											
Langu											
Prerequisite C	ourses										
None											
Session Sche	dule										
Date	Session Start I	Date	Session End Date	Start Tim	e End Ti	me	Training Facility N	ame			
Wednesday	05/11/2022	05	11/2022	9:00AM	12:00PM	Sky	ре		3)		
									3)		
If this see	ssion is full, place m	e on the waiting	list.								
Contin	ue										
Return to Cours	e Search										

### Step 5b: Session Detail, contd. – In-person/Live Virtual Only

- If the session is full, you may select the checkbox to request to be placed on the waitlist (4). You will receive an email if the session becomes available.
- Click Continue (5).



Continue to Step 6

## Step 6: Submit Request (For both Online and Classroom/Virtual)

Your course session details will be located on this page.

• Click Submit.

#### Submit Request

r comments (optional) and sele	ct Submit but	tton at the bottom of the page to complete your request.	
urse Session Details			
		- K- (T ) (	
Course	HO2204	Golf Cart Training	
Session	0001		
Duration (Hours)	0.0		
Location			
Language			
a Thomas			
a Thomas Employee ID 149787	8		
	8		d
Employee ID 149787	8		
Employee ID 149787	8		<i>.</i>
Employee ID 149787	8		<i>.</i>
Employee ID 149787	8		

You will receive an email confirmation once your request has been submitted. Your <u>Online</u> training course will be available in the TAP Employee Training System via <u>AccessUH</u> the following day.

<u>*Classroom/Live Virtual*</u> training courses will receive an email with course details from the facilitator, in addition to the email confirmation.

For additional assistance, visit the HR Talent Development website, <u>https://uh.edu/human-resources/talent-development/</u>.